

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING COMMAND
INSTRUCTION 36-2215**

17 JULY 1998



Personnel

TRAINING ADMINISTRATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-22, *Military Training*, and establishes requirements for administering technical training. It applies to all activities within Air Education and Training Command (AETC). Send suggestions to improve this instruction to the Policy Branch (HQ AETC/DOVP). **Attachment 1** contains a glossary of references and supporting information.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 98-1. It streamlines training administration procedures, mandates the use of the Operations Training Modernization System (OTMS) for student management (paras **1.** and **15.**), deletes student processing duplication, clarifies student accounting procedures, and modifies the distinguished graduate program (paras **17.1.** and **17.2.**). It deletes the requirement for a certificate of understanding (**Attachment 2**) by OTS and AFROTC officers and reserve commissioned officers before entering a technical training course and adds information about active duty service commitment (para **2.1.**). It deletes **Attachment 4** and revises **Attachment 5**. See **Attachment 13** for IC 98-1. A bar (|) in the left margin indicates revisions from the previous edition.

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Section A—Student Training Administration

1. Purpose. This section establishes requirements for administering student training. It outlines broad procedures for collecting, processing, and managing student accounting data to ensure all wings report data consistently. Where the Operations Training Modernization System (OTMS) is installed, use it for student training administration functions to include automated products.

2. Requirements:

2.1. Personnel selected to attend formal training or education courses, whether TDY or on current duty station, will incur an active duty service commitment (ADSC). AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*, is the final authority on ADSC. The military personnel flight, HQ AETC, or Air Force Personnel Center (AFPC) will resolve questions relating to ADSC.

2.2. Students who are temporarily removed from training may be placed in an ineffective-in-training status for any of the following reasons: confinement, leave, awaiting entry into another phase of training, medical, security, excessive absence (including absent without leave [AWOL]), awaiting class start, administrative action, academic failure, and (or) performance failure. **NOTE:** Temporary removal for medical reasons will not exceed 3 months without HQ AETC/SGP approval.

2.3. Analysis is required when actual eliminations show a significant increase or decrease from a predicted elimination rate. Corrective actions and (or) adjustments will be made to the course and (or) the predicted elimination rate to reduce the significant variance.

2.4. Record and report absences from the scheduled training or mandatory special individual assistance (SIA) on AETC Form 62, **Absentee Report**. Report civilian student absences to the home unit or supervisor for the purpose of adjusting leave records.

2.5. Proficiency advance any retrainee without measurement if:

2.5.1. Previous technical training is documented and is part of the course the retrainee will enter.

2.5.2. The retrainee has applied this training within the last 3 years.

2.6. Advance students who have demonstrated proficiency by passing progress checks, performance tests, and (or) written tests associated with blocks, modules, or units of training.

2.7. Probationary continuation is allowed when additional work will bring the student's performance to an acceptable level.

2.8. Students below acceptable standards who are allowed to repeat parts of the course to bring them up to standards are administratively put in a washback or repeat status.

2.9. Students who have difficulty attaining the required level of achievement will receive personal remedial instruction referred to as SIA (special individual assistance). SIA is mandatory for students (except civilians) during probationary continuation and is optional during washback or repeat. SIA may be administered to one or several students at a time depending on the nature of the training and the learning objective. A qualified instructor will supervise SIA in a training environment appropriate to the objective. This SIA may be done within the 8-hour training day if it does not interfere with current training. When SIA is conducted within the training day, do not duplicate this time in the total stu-

dent hours on AETC Form 156, **Student Record of Training**. Civilian students may be scheduled for voluntary SIA outside the training day, but overtime compensation is not authorized.

2.10. Counsel students whose attitude and behavior do not meet Air Force standards. Use AETC Form 173, **Student Record of Academic/Nonacademic Counseling and Comments**, to record counseling sessions.

2.11. Students will be apprised of their academic progress throughout the course and counseled as soon as any problem is detected. Serious deficiencies, trends of poor performance, and any other academic problem determined appropriate should be recorded on AETC Form 173. This form must be kept in the student's record at all times throughout the course of training.

2.12. Discharge data will be reported monthly to 2d Air Force, Assessments and Classification Section (2 AF/DOSS).

2.13. Accelerated training will be documented in the remarks section on AETC Form 156 or AETC Form 325, **Student Accounting and Attendance Record**.

2.14. AETC Form 581, **Student Status or Data Change Report**, will be used to report student status changes.

3. Training Group Responsibilities:

3.1. Monitor resident and nonresident student accounting procedures.

3.2. Ensure a student out of training status (SOTS) monitoring program is conducted to account for all SOTS.

4. Training Squadron Responsibilities:

4.1. Flight commanders and chiefs will send a memorandum to the registrar section, appointing primary and alternate data control point (DPC) personnel who will provide student information to the registrar to maintain current and accurate status of each student in the Training Management System.

4.2. On a daily basis, approve and report student status changes and other changes to student data to the registrar.

5. The 982 Training Group Responsibilities:

5.1. Manage all FTD Type 4 multiphase training student actions including class entry, status reporting, disenrollment, and graduation.

5.2. Enter established training schedules into the Field Training Automated Network (FTAN), Training Planning System (TPS), and Air Force Training Management System (AFTMS).

5.3. Notify the training detachments of multiphase training schedules.

6. Air Force Security Assistance Training (AFSAT) Squadron Responsibilities. AFSAT is the MAJ-COM equivalent for:

6.1. International student quota allocation, confirmation, and AFTMS accounting.

NOTE: AFR 50-29, Joint Security Assistance Training (JSAT) Regulation (which will be published as AFJI 16-105) prescribes the education and training for international personnel. This is a joint publication

which applies to active and reserve components of the Army, Navy, Air Force, Marine Corps, and Coast Guard (for security assistance).

6.2. The international military student office (IMSO) and international students. The IMSO at each base is the liaison between the student and AFSAT. When a student is experiencing difficulties that may lead to elimination, training personnel contact personnel in the IMSO who, in turn, contact AFSAT for guidance.

7. Registrar Responsibilities. Each registrar will: (*NOTE:* For 982 TRG, only paragraphs **7.1.**, **7.4.**, **7.7.**, and **7.10.** apply.)

7.1. Manage all student accounting actions.

7.2. Provide staff assistance and training for group, squadron, and flight personnel. This includes initial and refresher training for primary and alternate data control points (DCP).

7.3. Analyze training management data (including programmed versus actual student entries), student loads, and production to determine reasons for program deviations. Monitor the status of students not in training and analyze data to determine reporting or student flow management problems. Present analyses and recommendations, if appropriate, to training managers.

7.4. Receive student accounting data for all type training and special contract courses and provide data as required to 2d Air Force and Air Force Personnel Center (AFPC). Input the data into AFTMS no later than 10 workdays after the class start date (CSD).

7.5. Verify accuracy of source documents before updating the AFTMS data base.

7.6. Together with the training wing's military personnel flight (MPF), reconcile the weekly SOTS roster with relocation files. Accomplish necessary action for individuals on the SOTS roster as soon as possible.

7.7. Report student status changes in AFTMS within 1 duty day of receipt.

7.8. Track students from arrival, through training, and until departure.

7.9. Use AETC Form 325 to document training for advanced courses, supplemental courses, mobile training, contract training, and non-Air Force specialty code (AFSC)-awarding courses. See **Attachment 3** for instructions on how to complete AETC Form 325. The Second Air Force Deputy Chief of Operations (2 AF/ADO) will handle exceptions to these instructions on a case-by-case basis. The registrar may accept forms from other DoD agencies that provide nonresident training if the form is equivalent to the AETC Form 325 in both information and composition (for storage of documents).

7.10. Document initial skills training (prerequisite and AFSC-awarding) on AETC Form 156. Without exception, AETC Form 156 will be used to document any and all training for international students. Instructions for completing AETC Form 156 are at **Attachment 5**.

7.11. Report training completion or noncompletion.

7.12. Enter an unprogrammed arrival into a class without a training line number (TLN). Do not exceed the maximum group size unless approved by the training manager (TM). Notify the TM immediately. A programmed entry with a TLN who arrives early should not displace a student originally scheduled. The unprogrammed arrival entry priorities are as follows:

7.12.1. An international student.

7.12.2. An Air Force retrainee.

7.12.3. A technical training eliminee (TTE). A TTE attending training in TDY status is given priority over NPS students. This is a rare occurrence which must have the approval of the Programming Branch (2 AF/DOP).

7.12.4. ANG and USAFR students. Enter in the next available class, on a priority basis, any ANG or 6-month USAFR student arriving late for class due to a delayed 737 TRG graduation.

7.12.5. A student from another Service.

NOTE: This priority list applies even if Air Force entries for the class must be reduced below program. If unprogrammed students (other than Air Force) cannot be accommodated without exceeding the maximum group size, contact 2 AF/DOP (HQ AETC/SGAT for 882 Training Group students).

7.13. Accomplish all enrollments according to AFCAT 36-2223, *USAF Formal Schools*. Students may not audit (sit through or observe) courses, but the Chief, Students Resources Branch (2 AF/DOS), may approve exceptions. International students may continue in a course after being eliminated if the student's country requests continuation through AFSAT and if AFSAT's Regional Division (EC/PS or SR) approves.

8. Registrar's Seal Embosser. The seal is used to certify duplicate copies of student accounting forms and training completion forms (AETC Form 156 or AETC Form 125A, **Record of Administrative Training Action**), or to prepare an elimination package. The seal verifies authenticity, prevents fraudulent documentation, and validates elimination actions.

8.1. Only those persons authorized on signature lists registered with the Community College of the Air Force (CCAF) are authorized to use the embosser.

8.2. The registrar or appointed custodian maintains the embosser in a locked location when it is not being used.

8.3. A system to track custody and location of the embosser should be established. Typically, a hand receipt is used to track the embosser.

8.4. If the embosser is lost, misplaced, or presumed stolen, inform the following personnel or agencies immediately: Chief or Director of Operations, Security Police, Enrollment Management/Registrar Division (CCAF/RR), and 2 AF/DOS.

Section B—Elimination From Training

9. Purpose. This section discusses requirements and responsibilities for eliminations. These eliminations impact the Air Force by moving personnel from one job to another or separating them, whichever is most beneficial to the Air Force.

10. Administrative Elimination Actions:

10.1. AETC Form 125A will be used for all elimination actions except those from basic military training (BMT). (**CAUTION:** For officer students, do not complete block 3 of the form unless there is a faculty board conducted according to AFI 51-602, *Boards of Officers*.) AETC Form 125, **Record of Faculty Board Action**, may be used in place of AETC Form 125A for eliminations with faculty

boards conducted according to AFI 51-602. Process eliminations according to this instruction and other applicable publications.

10.2. Any of the following reasons may be used to eliminate students from technical training: academic deficiency, misconduct, separation, death (training related), medical, prerequisite deficiency, death (other), security, unsuitability, compassionate, excessive absence, administrative reasons, and other (explain). The only career fields (or positions) authorized to use unsuitability as a reason are recruiting, security forces, social actions, legal services, chapel management, combat control, medical, pararescue, air traffic control, explosives ordnance disposal, enlisted aircrew, first sergeant, instructor, and military training leader (MTL).

10.3. Eliminating a student from training status may be initiated at any level within the school. Unless delegated, approval authority for AETC Form 125A is the group commander or vice commander. Approval authority for AETC Form 125A may only be delegated to the squadron commander or equivalent. If the school does not remove the student from class, he or she successfully completes the course, and there is no academic misconduct, the student has earned the certificate of completion and should receive it.

10.4. Commanders must screen all students in training and separate those who demonstrate characteristics unbecoming to Air Force personnel or who fail to demonstrate acceptable standards.

10.5. When a student has been temporarily removed from training pending elimination action, report the reason that caused the initial removal, effective as of the date the elimination action is approved. (**EXCEPTION:** If elimination is due to separation, the effective date of the elimination action is the date the AETC Form 125A is initiated, and this date must be the same as the date formal discharge proceedings were initiated.)

11. Types of Faculty Boards. There are two general types of faculty boards, those conducted under this instruction and those convened under AFI 51-602. (Refer to AFCAT 36-2223 to identify the requirements, function, membership, and proceedings of nonflying training faculty boards.)

NOTE: Records of faculty boards involving AFI 40-502, The Weight Management Program, will be submitted to the staff judge advocate for legal review. AFI 40-502 does not apply to civilian personnel or international students.

11.1. AETCI 36-2215 Faculty Boards:

11.1.1. These boards consider only the academic deficiency or substandard student performance that affects academic achievement and whether there is sufficient cause to eliminate the student from training. The convening of a faculty board may be canceled if requested by the student in writing and approved by the appointing authority.

11.1.2. When an international student is involved in a faculty board, immediately notify (by telephone) the AFSAT Regional Division (EC/PS or SR) of the proposed faculty board. Request that the student's embassy either approve or decline a faculty board and that, if the embassy approve the faculty board, the student's country liaison officer (CLO) will serve as a nonvoting member of the board. When appointing the student's CLO as a nonvoting member of the faculty board, identify the person as a member of the AETC staff and indicate the country he or she represents. Follow this action with an electronic message to AFSAT within 2 workdays. Send an information copy to SAF/IAP, the appropriate security assistance organization, and the CLO, if applicable.

Include the student's name, grade, country, line number, and project and the reason for the faculty board.

11.2. AFI 51-602 Faculty Boards:

11.2.1. Often the decision to convene a faculty board raises the issue of whether a student's further retention in the Air Force or on active duty is in the best interest of the Air Force. The appointing authority should, therefore, consider all of the evidence in the case file and determine if separation is appropriate. This should be done in consultation with the staff judge advocate. Circumstances may warrant convening the faculty board under AFI 51-602 when the following conditions exist:

11.2.1.1. The student is an officer and the inquiry will determine if the deficiency resulted from factors within the student's control.

11.2.1.2. The appointing authority determines the procedures are warranted and imposes the requirement.

11.2.1.3. The board is convened as a result of student misconduct and the inquiry is into the nature of the misconduct (including whether there is misconduct) rather than the effect of the misconduct on academic proficiency.

11.2.2. The approving authority for AFI 51-602 faculty boards must be one level of command above the appointing authority. The board may be waived if requested in writing by the student and approved by the appointing authority.

12. Faculty Board Membership. Faculty board membership consists of three voting members who are senior in rank to the student, a recording secretary, and any nonvoting members who are invited to participate. For ANG or USAFR students, contact the HQ AETC Guard or Reserve Advisor (AETC/CCG or CCR), to determine if a nonvoting representative is required. When a military student is before the board, the recording secretary must be a military member. In the case of an officer student, the recording secretary will be a commissioned officer. The senior member of the board will serve as president. No person who has instructed the student or recommended him or her for elimination may serve on the board.

13. Faculty Board Responsibilities:

13.1. The appointing official:

13.1.1. Publishes orders appointing members of the faculty board, including a judge advocate as legal advisor when the board is convened under AFI 51-602. The orders will specify the purpose and duties of the board.

13.1.2. Ensures each faculty board member understands the functions, duties, and procedures of such a board.

13.1.3. Ensures students are notified in writing to appear before a faculty board and obtains written acknowledgment from the student ([Attachment 6](#)).

13.1.4. Ensures students are briefed.

13.1.5. Ensures registrars provide all necessary training records to include the AETC Forms 125, 156, and 325.

13.2. The board president is responsible for conducting the board and for:

13.2.1. Ensuring the faculty board is conducted in a military manner with due respect accorded to individual dignity and rights.

13.2.2. Ensuring all relevant information in the student's record is fully developed and clarified.

13.2.3. Ensuring the student is afforded the opportunity to fully present his or her testimony or evidence and to question witnesses.

13.2.4. Ruling on questions of order and procedure and the admissibility of evidence. (This is the responsibility of the legal advisor in an AFI 51-602 board.)

13.2.5. Terminating the faculty board if:

13.2.5.1. The inquiry raises any question of whether further retention of the student in the Air Force or on active duty is in the best interests of the Air Force.

13.2.5.2. The inquiry develops into a question of the nature of misconduct (including whether there is misconduct) rather than the effect of the misconduct on academic proficiency.

13.2.5.3. The student is an officer and the inquiry develops into a question of whether the deficiency resulted from factors within the student's control. Discussion of these matters may entitle the student to specific rights under AFI 51-602.

13.2.6. Conducting a vote on faculty board findings and recommendations by secret ballot. The results will be determined by a majority of voting board members.

13.2.7. Informing the student of the faculty board's findings and recommendations.

13.2.8. Submitting a report of faculty board findings and recommendations to the appointing official. The report will contain a summary of proceedings, testimony, pertinent documents, and the signatures of voting board members. The report will become an exhibit to the AETC Form 125A ([Attachment 7](#)).

13.3. The recorder:

13.3.1. Designates the board room.

13.3.2. Notifies necessary personnel of time and place of the board.

13.3.3. Ensures all aspects of the case are fully developed.

13.3.4. Maintains an electronic recording or written notes of the proceedings to aid in the preparation of board summaries. The recording (or notes) will be retained for at least 120 days.

13.3.5. Prepares a summary or record of the board proceedings to include the following: references to the specific records reviewed by the board, a list of witnesses appearing before the board, a resume of the testimony of each witness, a description of any extenuating circumstances that may have contributed to a student's deficiency, a summary of the major factors considered, and specific rationale used by the board in arriving at its findings and recommendations.

13.4. Students may submit evidence, call witnesses, question witnesses, elect not to make a statement, or elect to make a sworn or unsworn statement to the board. If students make a sworn statement, they are subject to cross-examination by members of the board.

14. Managing Eliminees:

14.1. General Procedures:

14.1.1. The training squadron or flight responsible for the student reports an elimination to the registrar on AETC Form 125A. The original AETC Form 125A is submitted to the registrar along with an information copy to the MPF's Outbound Assignments. The registrar inputs the appropriate student status code into AFTMS immediately after receiving notification of elimination.

14.1.2. If the student is recommended for elimination from training status due to a pending separation, the elimination action is initiated at the same time as formal discharge proceedings. After the AETC Form 125A is approved, it is distributed according to [Attachment 8](#).

14.1.3. Commanders will closely review elimination packages and make appropriate recommendations and comments about the individual's value to the Air Force. Reasons and rationale for elimination will be placed on AETC Form 125A and the elimination or reclassification message. See [Attachment 9](#) for a sample message.

14.1.3.1. Commanders must avoid multiple reclassifications of students (more than once) who clearly do not meet acceptable standards. This includes standards of academic, performance, conduct, bearing and behavior, discipline, medical, or any characteristic that does not promote accomplishment of the Air Force's mission. **NOTE:** The 342 TRS screening courses are exempted from this reclassification policy for reclassification caused by failure to meet physical training standards.

14.1.3.2. When students are recommended for reclassifications more than once, the approval authority is the group commander.

14.1.4. Refer individuals who desire further training to the MPF's Classification and Training Section for counseling. Use an elimination or reclassification message to request further training.

14.2. Eliminating Pipeline Students:

14.2.1. For NPS students eliminated from a course, but retained in the Air Force, the MPF will send a message to 2 AF/DOSS to request reclassification ([Attachment 9](#)). Send an information copy to HQ AFPC/DPMRAD2 (Professional Student and Language Assignment Section) to delete the eliminee's end assignment.

14.2.2. Each eliminee will be reclassified individually on a case-by-case basis according to AFI 36-2110, *Assignments*. The 2 AF/DOPC will decide where the individual can best be used based on the information provided in the reclassification message, airman's preferences, and Air Force needs. When a student is reclassified, a copy of AETC Form 156 and Lackland AFB Form 205, **BMT Report Card**, will be forwarded to the next training squadron.

14.2.3. The 2 AF/DOS annotates the reclassification action on a copy of the eliminee message, sends it to HQ AFPC/DPMRAD2 to initiate a new end assignment, and notifies the losing training groups.

14.3. Retraining Student Eliminees:

14.3.1. When the eliminee has an awarded AFSC, he or she is considered a retrainee. A message for retrainee eliminees will be accomplished according to AFI 36-2626, *Airman Retraining Program*, to HQ AFPC/DPMRAD1 for disposition instructions.

14.3.2. Retraitees in TDY status will be returned to their parent unit for disposition within 3 duty days after the AETC Form 125A approving the elimination is signed.

14.3.3. Retraitees in PCS status without PCA will be reported to the parent MAJCOM within 1 duty day after the AETC Form 125A approving the elimination is signed.

Section C—Student Training Records and Recognition Program

15. Purpose. This section addresses the need to keep accurate records and provide recognition to outstanding performers. It also focuses on sharing student academic or performance data in order to enhance the initial or follow-on training feedback process. Where the OTMS is installed, use it for student training administration functions to include automated products.

16. Requirements. To meet the requirements of AFCAT 36-2223, maintain attendance records and grades of students attending technical training courses. Special recognition of students who attain outstanding achievements is required.

16.1. For officer students who are scheduled to receive follow-on training, the registrar may provide copies of the completed AETC Form 156 if requested by the unit providing the follow-on training.

16.2. For enlisted initial skill training, the AETC Form 156 will be forwarded to the student's first assignment supervisor to provide a comprehensive report of the student's performance during training. In addition to academic achievement, the AETC Form 156 will also provide a military assessment for each student. For enlisted students who are scheduled to receive follow-on training, course personnel will forward copies of the AETC Form 156 to the gaining course supervisor. **NOTE:** Release of the AETC Form 156, other than to the student's first-assignment supervisor and other personnel who have a need to know, is restricted to the academic portion (front side) of the form.

16.3. Instructions for completing AETC Form 156 are located at [Attachment 5](#).

17. Training Group Responsibilities. The training groups:

17.1. Will establish a distinguished graduate (DG) program to recognize outstanding achievement in AFSC-awarding and supplemental courses of 20 days or more. Upon determination of course merit, group commanders may include qualifying courses in the DG program. Certain other courses may be excluded because of natural break points (minuscule difference in points), quality of student performance, length, or other reasons at the group commander's discretion.

17.2. May recognize up to, but not exceed, 10 percent of a graduating class. Base the selection on the whole-person concept rather than on academics or performance skills alone. Also consider the following factors: leadership, teamwork, conduct, bearing and behavior, attitude, and staff and faculty recommendations. Use AETC Form 499, **Distinguished Graduate Certificate**, to recognize outstanding achievement.

17.3. In addition to the DG recognition, may select a top graduate (TG) from the group of DGs. A TG is the number one graduate in a class. Comprehensively, the TG must exceed the performance of the DGs. Consider overall professional qualities such as leadership and followership abilities, oral and written communication skills, problem-solving abilities, and adaptability. Use AETC Form 498, **AETC Commander's Award**, to recognize top graduates for superior academic achievement and high standards of leadership, teamwork, and character.

17.4. Will present DG or TG certificates to students and forward letters citing student accomplishments to the gaining commander.

NOTE: Academic records of students no longer in training should be maintained according to AFR 4-20, volume 2, Disposition of Air Force Records - Records Disposition Schedule (to be published as AFMAN 37-139).

Section D—Programming

18. Purpose. To establish responsibilities and procedures for programming AETC formal training courses.

19. Requirements:

19.1. Demonstrate strict resource protection when scheduling classes.

19.2. Do not cancel classes within 30 days of the established start date except for emergencies or other unforeseen circumstances.

19.3. Classes of 5 academic days or less will not extend over a weekend.

19.4. Courses for ANG and USAFR members in 10-day active duty training will start on Monday and graduate on Friday.

19.5. Avoid graduating a class on the Friday following a Thursday holiday. Accelerate or start 1 day early for a Wednesday graduation.

19.6. Schedule classes to keep TDY-to-school student loads at a minimum during holiday breaks.

19.7. All 737 TRG graduates will proceed to assigned training wings the first duty day after graduation. If the next duty day is a holiday, the 737 TRG will not ship students without prior coordination with the gaining training wing.

19.8. Training groups will establish leave and reporting instructions for students graduating from BMT during the Christmas/New Year holiday break.

19.9. Follow AETC OPlan 401, *Emergency Suspension or Curtailment of Training at Military or Training Wings*, and wing supporting plans if unforeseen events force training cancellation.

19.10. AFR 50-29 (to be published as AFI 16-105) identifies international students' holidays.

19.11. Give civilian students first priority for day shift classes. If a student is assigned to a shift between 1800 and 0600, give the student a copy of the academic schedule to send to his or her time and attendance officer. Also provide a revised training schedule if the schedule changes.

19.12. Do not assign civilian students homework, details, or other out-of-class activities beyond the standard 8-hour training day.

20. Responsibilities:

20.1. Training Groups:

20.1.1. Develop initial class schedules and input them into TPS. Submit AETC Forms 179A, **Course Training Schedules for Allocations**, to revise class schedules ([Attachment 10](#)).

20.1.2. Review actual projected entries in AFTMS for minimum class size requirements no later than 30 days before the CSD. Recommend class cancellation to 2 AF/DOP if coordination with the training squadron determines the course objectives cannot be met unless minimum class size requirement is met.

20.1.3. If classes are canceled within 30 days of an announced CSD, notify all users via telephone or electronic message.

20.2. The 2 AF/DOP:

20.2.1. Checks proposed initial class schedules to ensure approved course or class parameters are used and AETC resources are maximized.

20.2.2. Maintains an evenly programmed student flow through AETC training programs to support Air Force trained personnel requirements (TPR) and other student training requirements (STR).

20.2.3. Approves all class cancellations within 30 days of class starts. For approved class cancellations, reschedules quotas for confirmed by-name users if possible.

20.2.4. Reviews and releases initial and revised class schedules to users via AFTMS.

20.2.5. Prior to 30 days before the CSD, contacts the training group if the scheduled class is below minimum class size.

Section E—Processing and Classifying NPS Enlistees

21. Purpose. This section explains how to begin the process of screening qualified enlistees for selection into Air Force specialties.

22. Requirements. Available NPS resources will be managed in order to equal the number of class seat requirements to fill Air Force TPRs.

23. Responsibilities:

23.1. The 2 AF/DOS:

23.1.1. Furnishes training requirements to 319 Training Squadron, Lackland AFB, for weekly classification.

23.1.2. Monitors NPS student classification to ensure AFSC production is within TPR limits.

23.1.3. Updates classification tables to ensure qualified NPS are selected for Air Force skills.

23.1.4. Furnishes guidance and instructions to the training groups on technical school students.

23.1.5. Reviews eliminee messages to ensure only quality airmen are recommended for retention.

23.2. The 2 AF/DOP:

23.2.1. Is the OPR for all actions pertaining to the Processing and Classification of Enlistees (PACE) System.

23.2.2. Establishes requirements and procedures concerning use and maintenance of the PACE System and subsystems to ensure data integrity, operation economy, and compatibility between PACE and interfacing systems.

23.3. The 319th Training Squadron carries out requirements relating to classification of NPS enlistees and basic trainee flow to the various technical schools, and it manages the PACE computer classification process. Classification flight responsibilities are as follows:

23.3.1. Classification Review. Screens and classifies NPS enlistees for qualification into Air Force skills according to AFI 36-2110. Reviews AETC Form 530, **Nonprior Service Classification**, to ensure proper documentation of each airman's qualifications and skill preferences. Verifies enlistment agreements and reclassifies disqualified airmen.

23.3.2. Assignments. Ensures the classification process fills available quotas with qualified airmen for technical schools. Processes unassigned airmen and special assignment actions.

23.3.3. Career Assistance. Briefs airmen regarding AFSC selection and assignment preferences prior to classification. Briefs students proceeding to technical schools and contacts gaining bases to ensure accuracy of information.

23.3.4. Personnel Systems Management. Is technical advisor for Lackland PACE users. Compiles classification data, provides guidance on unique data items, and interfaces with other automation systems.

23.3.5. Sensitive Skills. Screens airmen for substance abuse and emotional or behavioral problems. Makes appropriate recommendations regarding retention and (or) job selection. Initiates and forwards appropriate personnel security packages on airmen requiring clearances.

Section F—Air National Guard (ANG) Student Management

24. Purpose. This section lists the exceptions for dealing with ANG students and the responsibilities of the ANG liaison personnel assigned to AETC.

25. Requirements. ANG students attend pipeline courses the same as active duty members. For administrative purposes, ANG students attending in technician status will be processed based on their military grade, in the same manner as active duty members.

26. Responsibilities. As the focal points for ANG issues, the liaisons at the basic and training groups:

26.1. Manage problems affecting student's morale and welfare, such as finances, leave, and security clearances.

26.2. Assist in scheduling and programming quotas for ANG prior-service and NPS resources.

26.3. Coordinate with the National Guard Bureau (NGB) concerning new or revised training dates and course substitutions.

26.4. Monitor ANG BMT and technical training student status. Monitoring is based on computer products, reports, contact with training activities, and student briefings.

26.5. Initiate and assist in BMT and technical training elimination and discharge actions.

26.6. Assist and (or) coordinate classification and reclassification actions with the member's home unit.

26.7. Initiate and (or) coordinate with ANG units on qualification waivers.

27. Procedures:

27.1. Inprocessing. ANG students are entered into classes on schedule even if inprocessing has not been completed. When a student arrives just before a class starts, early entry without inprocessing is allowed if the maximum class size is not exceeded. (The training manager (TM) may approve exceeding the maximum.)

27.2. Training Line Numbers (TLN). Each ANG student's orders must have a TLN. If a student's orders do not contain a TLN and the student's name is not in AFTMS, do not enter the student into training. In such cases, the registrar calls an ANG liaison who helps obtain a TLN with the member's home unit and has amendments published and sent to the training location.

27.3. Briefings. The 37 TRW/LN ANG liaison briefs ANG basic trainees during the first week of training about student entitlements and other related subjects. ANG liaison NCOs at each training wing (except Goodfellow) brief incoming ANG technical training students (NPS and prior service) during the first week of training. Because an ANG liaison is not assigned to Goodfellow, appropriate student flight personnel brief ANG officers and enlisted personnel. If problems arise, student flight personnel should contact the ANG liaison at Lackland for guidance.

27.4. Unqualified Students and 737 TRG Eliminees. When trainees are identified in initial processing as being unqualified for their job specialty for any reason, the person making that determination immediately notifies 37 TRW/LN, the ANG liaison. Include the student's name, SSN, home unit, course scheduled to attend, course start date, reason for not attending, TLN, and the date student arrived at BMT. ANG personnel in the 37 TRW coordinate with ANG/MPTES and the member's unit to obtain another quota or AFSC the member is qualified for.

27.5. Technical Training Eliminees. When a student is eliminated from technical training, the training squadron commander or military training manager (MTM) immediately notifies the ANG liaison at the training wing. Liaison personnel immediately notify the Formal Schools Section (ANG/MPTES) and the student unit's state headquarters within 24 hours, giving the reason for elimination and recommended action. The eliminee remains at the training wing until the liaison, in coordination with the home unit, decides what action will be taken. The liaison staff counsels the eliminee to ensure he or she is familiar with outprocessing requirements. The liaison staff then forwards a copy of AETC Form 125A to the student's state headquarters and servicing MPF.

27.6. Discharge. Neither the 737 TRG or a training group has the authority to discharge ANG members. Members must be returned to their home unit for discharge by the state.

27.7. Amending Administrative Orders. AETC training groups are authorized to amend ANG student orders as follows:

27.7.1. AETC training groups amend orders for NPS ANG students as outlined in AFI 37-128, *Administrative Orders*.

27.7.2. For other ANG students, AETC training groups may amend orders only in cases of academic washback or permanent increase in course length. Amendments for other reasons, such as a medical condition, must be done by the student's home unit according to AFCAT 36-2223. An

extension to orders for any reason must first be coordinated with the ANG liaison at the training wing, who contacts the member's home unit.

27.8. Court-Martial Jurisdiction. The training wing commander's representative contacts the ANG liaison to resolve disciplinary problems.

27.8.1. Members of the ANG who are in 737 TRG on initial active duty for training and follow-on technical school training are under Title 10 U.S.C. and subject to the Uniform Code of Military Justice (UCMJ).

27.8.2. All other members of the ANG attend technical training under Title 32 U.S.C. and are not subject to the UCMJ. Each state adjutant general has the authority to recall a student to his or her home base for disciplinary action. Wings are then asked to document the case and send it to the student's state adjutant general.

27.9. Military Leave. Members of the ANG earn leave at the rate of 2 1/2 days a month for tours of 30 days or more. Flight commanders may approve leave for ANG students, but excess leave is not authorized. Commanders are discouraged from approving leave during nonholiday casual status breaks between classes. The student's home unit must be notified of the leave before it is approved. The Air Reserve Pay and Allowance System (ARPAS) payroll office servicing the member's home unit must provide the leave control number. Delays en route and tour extensions to use leave are not authorized.

27.10. Class Start Changes. An ANG student beginning a class other than the one scheduled by ANG/MP TES is entered using the original TLN if the class start date is within 15 days of the original start date.

27.11. Course Entry Changes. The training wing's ANG liaison contacts ANG/MP TES before entering a student into a different course from the one originally scheduled. ANG/MP TES obtains a quota from 2 AF/DOP, if necessary.

Section G—US Air Force Reserve (USAFR) Student Management

28. Purpose. This section lists the exceptions of dealing with US Air Force Reserve (USAFR) and individual mobilization augmentee (IMA) students and the responsibilities of the Reserve liaison personnel.

29. Requirements. Reserve students attend pipeline courses in the same manner as active duty members.

30. Responsibilities. The Reserve liaison NCOs:

30.1. Manage problems that affect the morale and welfare of Reserve students, such as finances, leave, and security clearances.

30.2. Coordinate any new or revised training dates or course substitutions with the training flight and student's home unit MPF.

30.3. Monitor Reserve student status. Monitoring is based on computer products, reports, and contact with training activities and students.

31. Procedures:

31.1. Inprocessing. NPS Reserve students are entered into their classes on schedule even if inprocessing has not been completed. When a student arrives in advance, early entry without inprocessing is allowed if the maximum class size is not exceeded. The TM may approve exceeding the maximum.

31.2. TLNs. Each Reserve student's orders must have a TLN. If a student's orders do not have a TLN and the student's name is not in AFTMS, he or she reports to the Reserve liaison NCO, who contacts HQ AFRES/DPTF for Reserve students or HQ ARPC/DRM for IMAs.

31.3. Briefings. The 37 TRW/LN staff briefs Reserve basic trainees during the first week of training about student entitlements and other related subjects. The Reserve liaison NCOs at each training wing, except Goodfellow, brief incoming Reserve technical training students on the first duty day (for NPS students) and within 1 week of arrival (for prior service students). Because a Reserve liaison is not assigned to Goodfellow, appropriate student flight personnel brief Reserve officers and enlisted personnel. Training wing subjects covered in the mandatory briefing include accuracy, expiration, and correcting of the students' orders; ID cards; outprocessing instructions; technical school entry and completion (including follow-on training when applicable); pay and financial assistance; military leave; security clearance; and other applicable information.

31.4. Unqualified Students and 737 TRG Eliminees. When a Reserve trainee is identified as being unqualified for his or her job specialty or is eliminated from BMT, notify 37 TRW/LN immediately. Include the student's name, SSN, home unit, course number, class start date, reason for action, TLN, and date student arrived at 737 TRG. Personnel in 37 TRW/LN must contact HQ AFRES/DPTF or HQ ARPC/DRM and provide quota information.

31.5. Technical Training Eliminees and Unqualified Students. When a Reserve member is eliminated from technical training, the Reserve liaison staff is notified immediately. Liaison personnel contact HQ AFRES/DPTF or HQ ARPC/DRM for disposition and send the applicable office one copy of AETC Form 125A. Where there is no liaison office, registrars contact HQ AFRES/DPTF for Reserve students or HQ ARPC/DRM for IMAs.

31.6. Administrative Separation. According to AFI 36-3208, *Administrative Separation of Airmen*, training wings separate NPS students if needed. Unless AFI 36-3208 applies, prior service Reserve students are returned to their home units for separation.

31.7. Actions Under the UCMJ. Reserve students on active duty tours to attend BMT and (or) technical training are subject to the UCMJ. Therefore, they may receive nonjudicial punishment under Article 15, UCMJ, or be tried by court-martial by their unit of assignment or attachment.

31.8. Amending Administrative Orders. Training groups amend the orders of Reserve students as outlined in AFI 37-128.

31.9. Military Leave. Reserve students earn leave at the rate of 2 1/2 days per month for tours of 30 days or more. Training wing commanders may approve leave for Reserve students, preferably during school shutdown periods. Emergency leave and leave over holiday closures are encouraged on a case-by-case basis. If leave is granted, the student's home unit is notified of the proposed leave before it is approved. The military payroll office servicing the student's home unit must provide the leave control number.

31.10. Class Start Changes. A Reserve student beginning a class other than the one originally scheduled is entered using the original TLN.

31.11. Course Entry Changes. A Reserve student may be entered in a class other than the one originally scheduled, preferably the next available class. Prior service students may be rescheduled after coordination between liaison personnel and the reservist's unit. The student's TLN remains unchanged.

Section H—Enrollment of Permanent Party Personnel

32. Purpose. This section establishes requirements and procedures for the enrollment and reporting of military and civilian permanent party personnel in formal resident training courses conducted by the wing to which they are assigned.

33. Requirements. Formal training requirements of all permanent party are met by official enrollment and attendance in established courses with quotas allocated by 2 AF/DOP. Reports, student training records, and course completion certificates are accomplished in the same manner as for students from other commands or agencies.

34. Procedures:

34.1. The formal training requirements of all permanent personnel should be analyzed, identified, and submitted to the MAJCOM training management function during the annual screening process. For out-of-cycle requirements, wings may authorize course attendance in a non-TDY status if both of the following conditions are met:

34.1.1. The training capability (instructors, facilities, training equipment) already exists and the student would not exceed the course operational maximum group size.

34.1.2. The unit commander and supervisor concur with the training and student's temporary absence from the unit.

34.2. Contractor personnel are authorized to attend resident courses provided they are employees of companies or corporations under contract with the Air Force. (Qualifications and procedures for contractor personnel are outlined in AFCAT 36-2223.)

34.3. Formal training requirements for all official enrollments must be submitted according to AFCAT 36-2223 from the parent MAJCOM through AFTMS to 2 AF/DOP.

34.4. For out-of-cycle requirements, the unit commander or supervisor contacts the appropriate course training manager to verify the availability of training.

34.5. The groups accomplish reports, student training records, and course completion certificates in the same manner as for any other student.

Section I—Quality Indicators

35. Definition. Quality means meeting the desires, needs, and expectations of customers. Checking on what's important to the customer, gathering data, measuring the service provided, and recognizing people who provide the service is what quality indicators are all about.

36. Tracking and Reporting Quality Indicators. Quality indicators for student administration will be tracked to show both unit and command trends for each quarter. Each registrar will collect this informa-

tion and report it quarterly to 2 AF/DORS. [Attachment 11](#) and [Attachment 12](#) are examples of the required quality indicators.

37. Forms Prescribed. AETC Forms 62, **Absentee Report**; 125, **Record of Faculty Board Action**; 125A, **Record of Administrative Training Action**; 156, **Student Record of Training**; 173, **Student Record of Academic/Nonacademic Counseling and Comments**; 179A, **Course Training Schedules for Allocations**; 325, **Studenting Accounting and Attendance Record**; 498, **AETC Commander's Award**; 499, **Distinguished Graduate Certificate**; 530, **Nonprior Service Classification**; and 581, **Student Status or Data Change Report**.

RICHARD C. MARR, Major General, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2110, *Assignments*

AFCAT 36-2223, *USAF Formal Schools*

AFI 36-2626, *Airmen Retraining Program*

AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 37-128, *Administrative Orders*

AFDIR 37-135, *Air Force Address Directory*

AFI 40-502, *The Weight Management Program*

AFI 51-602, *Boards of Officers*

AFR 50-29, *Joint Security Assistance Training (JSAT) Regulation (will be published as AFJI 16-105)*

Abbreviations and Acronyms

AFPC—Air Force Personnel Center (formerly Air Force Military Personnel Center [AFMPC])

AFROTC—Air Force Reserve Officer Corps

AFSAT—Air Force Security Assistance Training

AFSC—Air Force specialty code

AFTMS—Air Force Training Management System (formerly Pipeline Management System)

ANG—Air National Guard

AQ—quota record file

ARPAS—Air Reserve Pay and Allowance System

ASVAB—Armed Services Vocational Aptitude Battery

AWOL—absent without leave

CCAF—Community College of the Air Force

CLO—country liaison officer

CSD—class start date

DCP—data control point

DOT—day of training

EWQ—exceptionally well qualified

FTAN—Field Training Automated Network

FTD—field training detachment

FTT—field training team

IMA—individual mobilization augmentee

IMSO—international military student office

JFT—joint field training

JSAT—Joint Security Assistance Training

MPF—military personnel flight

MTT—mobile training team

NGB—National Guard Bureau

NPS—nonprior service

OTS—Officer Training Squadron

PACE (System)—Processing and Classification of Enlistees (System)

PAS—personnel accounting symbol

PCA—permanent change of assignment

PCS—permanent change of station

PDS—(code) Personnel Data System (code)

PTT—programmed technical training

RIP—report on individual person

SATS—student awaiting training status

SIA—special individual assistance

SITS—student inprocessing to training status

SOTS—student out of training status

STR—student training requirement

SSN—Social Security number

TCDF—training course data file

TDY—temporary duty

TLN—training line number

TM—training manager

TPR—trained personnel requirement

TPS—Training Planning System

TRQI—training requester quota identifier

TTE—technical training eliminee

UCMJ—Uniform Code of Military Justice

USAFR—United States Air Force Reserve

Terms

AJ10, AJ1J, AJ1K, AJ30, AJ3J, AJ3K—Training requester quota identifier (TRQI) codes indicating NPS students, retrainees, and prior service students taking initial skills courses (AJ10, AJ1J, AJ1K) and follow-on courses (AJ30, AJ3J, AJ3K).

Arrival—Any student, regardless of travel type or source (Army, Navy, etc.), who reaches the training site for the purpose of attending a formal course of instruction.

Armed Services Vocational Aptitude Battery (ASVAB)—The preenlistment test given to recruits to determine aptitudes in the administrative, electronics, general, and mechanical career areas. Each Air Force career field requires a specified minimum score in one or more of these areas.

Community College of the Air Force (CCAF) Instructor—An instructor who meets all criteria to teach CCAF degree-applicable preparatory training and the technical training teaching practicum and has achieved full qualifications in his or her Air Force specialty or has attained the target civilian grade for the position. In addition, the individual is required to have an associate's or higher degree and be assigned to an instructor or instructor supervisor authorization.

Data Control Point (DCP)—Any individual (designated by the appropriate training squadron) who reports student status changes to the registrar, either manually or through AFTMS.

Disqualification—The status of an individual who is not yet entered into training because he or she is not qualified for medical, prerequisite, or security reasons.

Effective Date—The actual date on which an event or a change occurs in a student's status.

Eliminee—A student permanently removed from training, whether by faculty board or by administrative process (AETC Form 125A). Eliminees do not include transfers or recalls.

End Assignment—Personnel accounting symbol (PAS) of a student's gaining organization after completing training. The PAS consists of eight alpha/numeric characters.

Entry—A transaction indicating an individual started a formal course of instruction.

Faculty—Personnel whose primary duties are to instruct on a regular basis (instructional faculty), supervisors (intermediate level and above), and managerial staff (noninstructional faculty) whose primary duty is to develop, manage, and (or) evaluate training programs.

Formal Technical Training Course—An officially designated course conducted by or at the request of AETC and reflected on AETC technical training course charts.

Graduate—A student who successfully completes a formal course of instruction.

Guaranteed Training Enlistment Program (GTEP)—A program under which a recruit is guaranteed a specific AFSC on enlistment.

Ineffective Awaiting Training—A student who has not yet entered a course and has become unavailable for training for any reason.

Ineffective in Training—A student who entered a course of instruction, has not yet graduated, and is not in training for any reason. Ineffective status is implemented when a student is absent at least 8 consecutive

hours and is effective the first training day the student misses training.

Instructor—A faculty member whose primary duty is teaching non-CCAF instructors. The instructor has completed the preparatory requirements established by the supervisor, to include the technical training practicum.

Instructor Supervisor—This title identifies an instructor whose primary duty is to supervise and evaluate instructors. This instructor has been trained in instructional policies, principles, and procedures and performs teaching functions as required.

Nonprior Service (NPS)—An enlistee who has no previous Air Force service.

No Show—A student who was scheduled to receive training but did not arrive at the training location.

On-the-Job Training (OJT) Retrainee—Individuals who leave one AFSC and are assigned to another through OJT, without technical training.

Open AG—An enlistee recruited into the administrative, electronics, general, or mechanical aptitude area. Such enlistees are classified into a given AFSC at BMT.

Pre-Technical Training Student (PTTS)—An NPS airman awaiting entry into a basic resident technical training course at a training wing. PTTS time includes inprocessing and local orientation (see SITS) and waiting time (see SATS).

Processing and Classification of Enlistees (PACE) System—Computerized management data system used to store data about training and classification of enlistees during BMT.

Proficiency Advancement—Placing a student into another class in the same course that graduates earlier than the previous class.

Programmed Technical Training (PTT) Document—A computer product that indicates the number of airmen by AFSC programmed to enter and graduate from AETC-managed technical training courses during the current and 2 subsequent fiscal years.

PULHES X (Physical Profile)—The factors are P (physical capacity and stamina), U (upper extremities), L (lower extremities), H (hearing), E (eyes), S (psychiatric), and X (physical work capacity X factor).

Recall—A student removed from training by higher headquarters, the student's parent organization, or his or her home country. A recall may also be called a withdrawal.

Reentry—The return of an in-training, ineffective student to class.

Report on Individual Person (RIP)—Contains selected personnel file data.

Remote Job Entry Print (RJEPRINT)—A method of printing reports produced on the AFPC mainframe.

Student Awaiting Training Status (SATS)—The status of a student awaiting entry into resident technical training.

Student Inprocessing to Training Status (SITS)—The status of an NPS airman for up to 3 days after arriving at a training wing to attend an initial-skill basic-resident technical training course.

Student Instructor—This designation applies to assignees who have completed preparatory requirements established by the supervisor, but have not completed the technical training teaching

practicum. The student instructor's primary duty is teaching.

Student Out of Training Status (SOTS)—The status of a student who either graduated or was eliminated, but has not left the base.

Student Status Code—A three-position alphabetic code showing each student's status.

Trained Personnel Requirements (TPR)—A statement by AFSC of projected training and retraining required by fiscal year to keep the active airman force at manning levels supportive of the Air Force mission.

Training Categories:—

A—Formal training is required.

B—A portion of the total requirement is trained in technical courses and the rest are trained on the job as OJT retrainees.

C—All of the requirements are met through on-the-job training as OJT retrainees.

L—Lateral training. The code must be followed by an A, B, or C, denoting the way the training is to be done.

Training Line Number (TLN)—An AFTMS-generated 10-character code which identifies a particular class seat.

Training Quota—An individual allocated seat in a specific class.

Training Requester Quota Identifier (TRQI)—A four-character code which identifies the agency requesting a training quota or an individual seat in a class.

Transfer—Shifting a student from one course to another after class entry and before graduation.

Vocational Interests for Career Enhancement (VOICE)—A preenlistment questionnaire used to determine recruits' job likes and dislikes.

Washback—Placing a student in another class in the same course that will graduate later than the initial class.

Withdrawal—See recall.

Attachment 2

CERTIFICATE OF UNDERSTANDING

DELETED.

Attachment 3**INSTRUCTIONS FOR COMPLETING AETC FORM 325 (FOR TYPES 1, 2, AND 3
[NON-AFSC AWARDING] AND TYPES 4, 5, AND 6 COURSES)**

<u>Block Title</u>	<u>Instructions</u>
Training Organization and Location	When used for contract training, list the company name and training address. Otherwise, list training organization and base.
Contract No	For contract training only, list full contract number. Multiple lines within the block are acceptable.
Monitoring TW	The training wing responsible for managing the training.
Type of Report	Self-explanatory.
Start, Graduation, and Report Dates	Self-explanatory.
Numbers 1 thru 14	Student tracking numbers for information on form (duplicated on the back of the form). Keep the same name with the same number throughout the form.
Initials	Place for the student to initial the form on the first class day to verify name, grade, and SSN.
Name of Student	Last, first, and middle initial (MI) in alphabetical order by last name.
Grade	Military or civilian grade.
SSN	For international students, use tracking number beginning with country code.
Mil Status	Military status (active duty, ANG, USA, etc.).
Travel Status	TDY, non-TDY, or PCS.

TRQI	(Training requester quota identifier) The training requester (AJ10, CC20, etc.) in AFTMS edit tables. Squadrons will ensure contract training and training conducted at other locations contain the appropriate TRQI.
Block Grades	The grade the student receives for each block of instruction in a course. May be for written or practical measurements. If there is insufficient space on the front of the form, use blocks on the back or an additional form. NOTE: When students fail block tests but pass retests, list the minimum passing score in the appropriate block and circle it to indicate failure or remake. (Use S or U where percentage grades are not used.)
Final Grade	Student's overall course grade. Average all prior course measurements and round to the nearest whole number. (Use S or U where percentage grades are not used.)
Course Number	Standard course number showing wing, training type, residence value, AFSC, and course series number.
PDS Code	A three-character alphanumeric code referenced in the Personnel Data System (PDS).
Short Title	Enter the full course title if it fits. Otherwise, enter an abbreviated title to identify the specific course. Multiple lines within the block are acceptable.
Program Crs Length	The course length as found in AFCAT 36-2223, the course chart, or an authorized source listing.
Actual Length	Actual number of training days required to teach this particular class. For self-paced courses, enter the actual days required to teach the student with the most class hours. Do not include SIA time.
Wing TM Code	Training manager for the course, which is a two-character alphanumeric value found in the AFTMS course area.
Program Manager	AETC program manager for the course. Available from AFTMS edit tables or from 2 AF/DOP.
Certified Accurate	Printed name, grade, and title, signature, and date of the person who validates the report.

Certified to AFTMS

Printed name, grade, and title, signature, and date of the person who enters the data into AFTMS.

NOTE: Fill in the back of the form according to wing requirements.

Attachment 4

**INSTRUCTIONS FOR COMPLETING AETC FORM 325 (FOR 982 TRAINING GROUP
UNITS)**

DELETED.

Attachment 5**INSTRUCTIONS FOR COMPLETING AETC FORM 156****A5.1. Procedures:**

A5.1.1. Training activity personnel will fill out an AETC Form 156 for each student who enters a resident type 2 or 3 course, except brief orientation, familiarization, or seminar courses.

A5.1.2. Complete a new AETC Form 156 each time a person reenters the same course or enters a different course after graduation or removal. Position the computer-generated stick-on label on the form to cover course identification and student background data.

A5.1.3. Print entries on AETC Form 156 by hand, computer, or typewriter to permit reproduction of clear, legible copies. (**NOTE:** AETC Form 156 may be overprinted to show block titles, measurement points, and other standard course information. Activities may overprint the form to record the individual progress of a student.)

A5.1.4. If a student fails a block of training but repeats it and passes, he or she will receive the minimum passing grade and will under no circumstances be recognized as a DG. Enter all minimum passing scores in the appropriate block and circle the block to indicate failure or retest.

A5.1.5. When a student graduates or is removed from a course, maintain AETC Form 156 according to AFMAN 37-139, *Records Disposition Schedule*. For international students, send one copy of AETC Form 156 to the base international training management office (ITMO) according to AFI 16-105, *Joint Security Assistance Training (JSAT) Regulation*.

A5.1.6. Do not use AETC Form 156 to record basic military training, field or mobile training, advanced courses, supplemental courses, and non-AFSC awarding courses.

A5.2. Use of AETC Form 156. Use the form to:

A5.2.1. Provide a record of individual student attendance and achievement.

A5.2.2. Provide instructors with the progress and background data of students.

A5.2.3. Provide data for developing and validating DG and TG selection criteria.

A5.2.4. Provide a source of information for studies or projects to improve training effectiveness.

A5.2.5. Serve as a means of verifying student qualifications or confirming faculty board recommendations for a student to enter into other training.

A5.2.6. Help identify individual differences of students and provide information for student evaluation.

A5.3. Completing the Front of AETC Form 156:

<u>Block Title</u>	<u>Instructions</u>
Course Title	Enter the course title and AETC-approved number (as indicated in AFCAT 36-2223).
Training Squadron/Flt DSN No.	Enter the training squadron conducting the course and its DSN number.
Current Class Number	Enter the current class number in pencil; upon graduation, change to ink.
Block No/Title/ Name of Instructor	Include the training block number, block title, and instructor's name and grade. If more than one instructor teaches in the block, enter all names and subjects taught.
CC Trn Hours	Enter technical training hours as indicated on the course chart by block or unit of instruction.
Stu Trn Hours	Enter (to the nearest quarter hour) all training conducted in a formal training environment, including classroom/laboratory training, SIA, supervised study, supplementary study for proficiency advancement, and washback time. Do not include military training time.
PC/Test Grade	Progress checks are not normally entered on the form because they are part of the teaching or learning activity. However, if performance progress check is the means of measurement, the grades will be entered in the same manner as performance tests. Students cannot receive a grade for a block until all progress checks are passed. Use the left-hand space (optional) in block 8 to record performance grades. (This grade may either be a summary S or U or an average percentage grade.) Use the right-hand space (optional) to record written test grades. (This is an average grade when there is more than one written test in the block.) All percentage grades entered on the form will be rounded to the nearest whole number.
Block Grade	Enter the block grade. This grade is the average of percentage grades or may be an S or U when percentage grades are not used.
Graduation Date	Enter the year-month-day the student graduated from the course (for example, 950316).

Elimination Date	Enter the year-month-day the student was removed from the course as reported on AETC Form 125 or 125A.
Reason for Elimination (Disenrollment)	Put an X in the block that indicates the reason for elimination. This item should be consistent with information reported on AETC Form 125 or 125A.
Transferred to	Using PCS orders, the instructor staff will enter the complete mailing address of a student's gaining unit. Squadrons will mail AETC Forms 156 directly to the gaining units.
Total CC Hours	Enter the total technical training hours as indicated on the course chart.
Total Student Hours	Enter the total number of classroom training hours the student is required to complete (that is, the total of the column of numbers in item 9).
DG/TG/N/A	Indicate DG or TG as applicable.
Final Grade	Enter the final course grade. This grade is the average of block grades (when they are percentages) or a summary grade (when S or U is used).

A5.4. Completing the Back of AETC Form 156:

Special Individual Assistance (SIA)	Under "Subject/Objective," enter paragraph numbers or subject from the POI. Under "Hours," enter the hours to the nearest quarter hour.
Absence Record	Enter the date the student was absent from class, number of hours of instruction missed (to the nearest quarter hour), and block number.
Class Changes	Enter the class number to which the student is assigned and the date and reason of the class change.
Remarks	The primary instructor will enter remarks and his or her grade, name, and signature. As a minimum, the remarks will contain student academic strengths and weaknesses. For additional space, use plain bond paper and attach it to the AETC Form 156. Standardize documentation for an Articles 15, UCMJ. The instructor may note that a student received an Article 15 UCMJ, but specific comments as to why and punishment received are prohibited. List LOCs and LORs, including the reason for them.
Academic Certification	When the student graduates or is eliminated (and retraining is recommended), the academic flight commander ensures blocks 1 through 22 are complete and correct; enters his or her name, grade, title, and signature in block 14; and forwards the form to the MTF within 2 workdays.
Military Training Assessment	The responsible MTL completes blocks 23 and 24 (self-explanatory) and enters comments in block 25. As a minimum, comments will include military strengths and weaknesses. While it may be noted that a student received punishment under Article 15, UCMJ, specific comments are prohibited. Continue to list LICs and LORs, including the reason for them. Forward the completed form to the MTF commander within 2 workdays of receipt.
Military Training Certification	The MTF commander certifies blocks 23 through 25 are complete and correct by entering his or her name, grade, title, and signature. The completed form is forwarded to the squadron commander within 2 workdays of receipt.
Commander's Review	The squadron commander enters his or her name, grade, title, and signature. The commander ensures the original of the completed form is forwarded to the registrar and a copy to the gaining unit within 3 workdays of receipt.

Attachment 6

FORMAT--MEMORANDUM TO STUDENT FACING FACULTY BOARD ACTION

MEMORANDUM FOR: (Student)

SUBJECT: Faculty Board Action

FROM:

1. A faculty board will convene in (room, building number, hour, date) to evaluate all circumstances relative to your academic deficiency and to make recommendations on your retention or elimination and any future training. [see note]
2. The following persons will be called as witnesses before the board:
3. You may call witnesses to testify on your behalf if their testimony can contribute to the board's evaluation. If witnesses are desired, our office will notify them as to the time, date, and place of the board.
4. Acknowledge receiving this notification by indorsement below not later than _____. Include the grade, name, SSN, and organization of the witnesses you desire to have testify on your behalf.
5. Your acknowledging this letter indicates you have been briefed and understand your rights in this action.

(Signature of Recorder, School Secretary, or Commander)

1st Ind, (Student)

(date)

TO:

1. Receipt acknowledged.
2. I desire the following witnesses to be notified on my behalf:

(Signature of Student)

[**NOTE:** This letter applies only to non-AFI 51-602 boards.]

Attachment 7

AETC FORMS 125 AND 125A EXHIBITS

AF Form 174, **Record of Individual Counseling**

AF Form 422, **Physical Profile Serial Report**

AETC Form 156, **Student Record of Training**

AETC Form 173, **Academic Counseling Record**

AETC Form 582, **Mental Health Evaluation of Active Duty AF Personnel**

SF Form 88, **Report of Medical Examination**

SF Form 502, **Medical Record - Narrative Summary (Clinical Resume)** (for medical removal from training).

Certificate of Understanding

A copy of all forms in the student's record of training

Other documents considered pertinent to the removal from training

Faculty Board Report

Attachment 8**DISTRIBUTION OF AETC FORMS 125 AND 125A**

A8.1. Send the original form to the registrar.

A8.2. Send one copy to each applicable office in the MPF.

A8.3. (Active duty Air Force personnel only) When there has been a faculty board, send one copy (including a summary of faculty board proceedings) without attachments to HQ AFPC/DPMDOM1A, Randolph AFB TX 78150.

A8.4. For airmen being withdrawn from training in AFSC 8B000, send one copy to MPF Student Assignments.

A8.5. Send one copy to the flight commander at the training location.

A8.6. Send one copy to the squadron commander at the student's duty location.

A8.7. For ANG students, send one copy to:

A8.7.1. Air National Guard Support Center (ANGSC/TET, Andrews AFB MD 20331-5000).

A8.7.2. State Adjutant General (for mailing address, see AFDIR 37-135, *Air Force Address Directory*).

A8.7.3. ANG liaison NCO at the training wing (with attachments).

A8.8. For Reserve students, send one copy to:

A8.8.1. HQ AFRES/DPTIS, Robins AFB GA 31098-5000.

A8.8.2. HQ ARPC/DPMPO, Denver, CO 80280-5000 (individual mobilization augmentees ONLY).

A8.8.3. Reserve liaison NCO at the training wing (with attachments).

A8.9. For civilian (Federal) employees, send one copy to HQ 11 STTW/DPCPH, 1460 Air Force Pentagon, Washington DC 20330-5000.

A8.10. Distribute additional copies to other organizations, as appropriate.

Attachment 9**FORMAT--ELIMINATION OR RECLASSIFICATION MESSAGE**

NOTE: AFI 36-2110 specifies the content of eliminee messages. Use this format to provide the information and request reclassification.

1. Personal Information:

- a. Grade/Name/SSN: Self-explanatory.
- b. AQE test scores: M-95, A-95, G-95, E-95. (Include any other test scores member has taken; for example, DLAB, EDPT.)
- c. Depth Perception: Pass (yes)/Fail (no).
- d. Color Vision: Pass (yes)/Fail (no).
- e. Driver's License: yes/no.
- f. M-16 Score: 315.
- g. PRP Certified: yes/no/can be.
- h. US Citizen: yes/no.
- i. PULHES and X-Factor - 112111 x - (X-Factors are ALPHA codes only - F, G, H, J, L, M, N, P).
- j. GTEP/Open: List AFSC (88130)/M, A, G, E.
- k. UIF: yes/no, Article 15 - indicate number, LOR - indicate number, nonacademic counselings - indicate number.
- l. Security Clearance Data: Secret, Top Secret, ENTAC, etc.

2. Course Information:

a. Course Eliminated From: Self-explanatory.

b. Class Start Date: Self-explanatory.

c. Course Length: For example, 25 days.

d. Elimination Date: Self-explanatory.

e. First/Second Elimination.

f. Reasons for Elimination:

(1) Use only the reasons listed in AETCI 36-2215 and support them with the appropriate AFTMS student accounting code.

(2) Follow this with the verbatim comments contained in section II of AETC Form 125A. In addition, include any other information concerning student's elimination that would assist in properly reclassifying the individual.

3. Commander's Recommendation. (For example, considered for further training.)

4. AFSC Preferences. Individuals may list only preferences they qualify for (up to six).

NOTE: Assignment preferences may be included if HQ AFPC/DPMRAD2 is included in the addressee element.

5. Point of Contact and DSN Number.

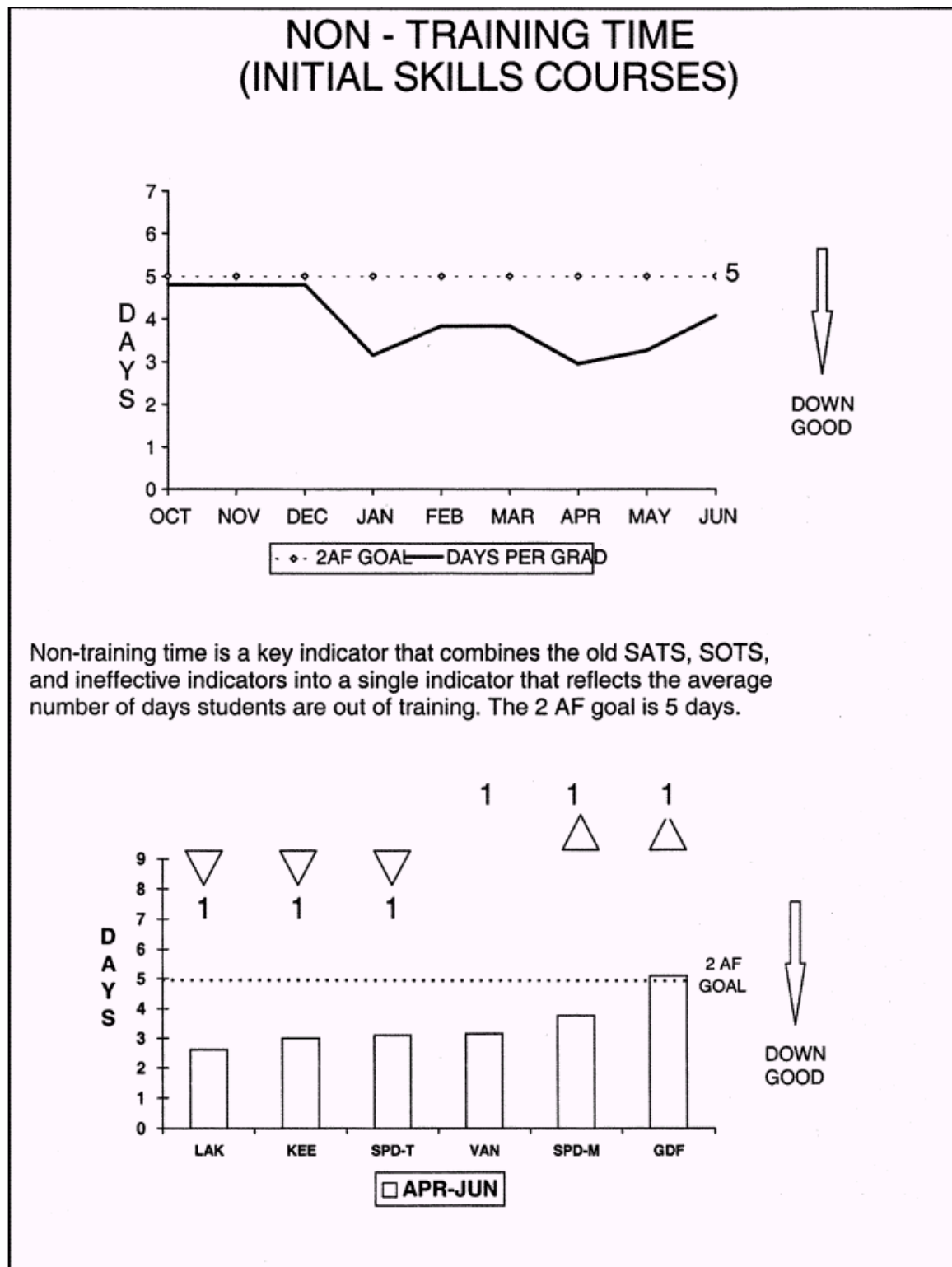
Attachment 10**INSTRUCTION FOR COMPLETING AETC FORM 179A**

<u>Block No</u>	<u>Instructions</u>
1	Type or print name of group TM completing the form. Include TM code and telephone number.
2	Enter the date the form is prepared.
3	Enter wing course identification number (including dash number) for the action requested.
4	Enter PDS code of wing course identification number.
5	Enter course title from approved AETC Form 179.
6	Enter the course length in academic days.
7	Indicate whether you want to add, change, or delete a class or quota. When adding or deleting a quota from an existing class, show the resulting TRQI total in the remarks block.
8	Enter the class start date for the class needed (for example, 950224).
9	Enter the graduation date for class needed (for example, 950224). This is only required for MTT courses because TPS calculates graduation dates for all other courses.
10	Enter training requester quota ID (TRQI) and requirement line number (for example, AOJ0600805). Line number must agree with the fiscal year for which class or quota is to be scheduled.
11	Indicate the number of officers, airmen, or civilians on TDY status requested for each class.
12	Indicate the number of officers, airmen, or civilians on non-TDY status requested for each class.

- 13 Use this block to indicate whether the new class is replacing one that has been canceled. Indicate the class start date or class identification for the canceled class.
- 14 Indicate where requested class will be conducted (address).
- 15 Self-explanatory.
- 16 Enter special reporting instructions (limited to 470 characters), if any, such as special security requirements for access to a facility or course material, prerequisite, or follow-on training courses. For type 1 training, include detailed location (building and room), availability or nonavailability of government facilities, recommendation for rental car when required (one car for every five students), etc.
- 17 Limit course remarks to 300 characters. (For information only--does not flow to users.)
- 18 For a type 1 course, enter the request for purchase package number, cost per class, and cost per student. When AETC provides tuition or training fee for a type 5 course, enter the cost in this block.
- 19 Approval by HQ AETC or wing (signature and office symbol). Individuals with an assigned TM code may approve AETC Form 179A. Forward a copy of the form to the registrars.

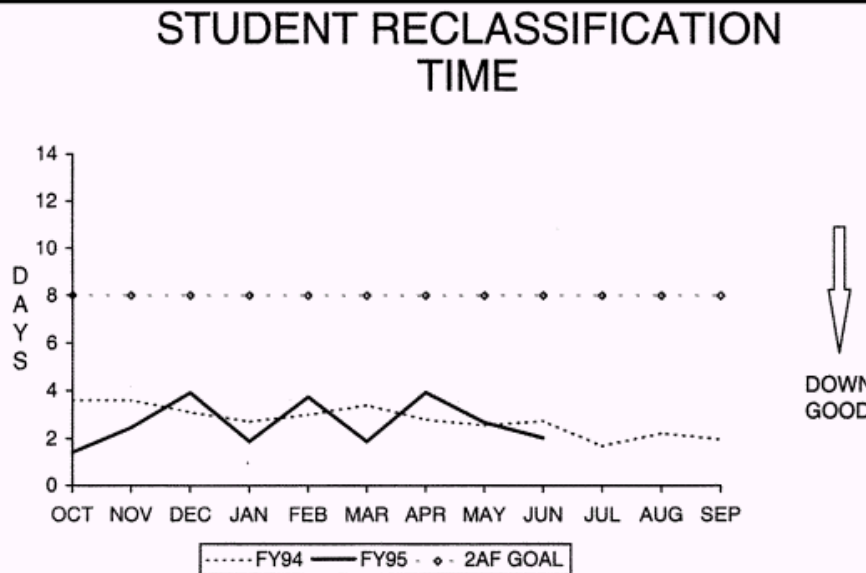
Attachment 11

SAMPLE QUALITY INDICATOR--NON-TRAINING TIME (INITIAL SKILLS COURSES)

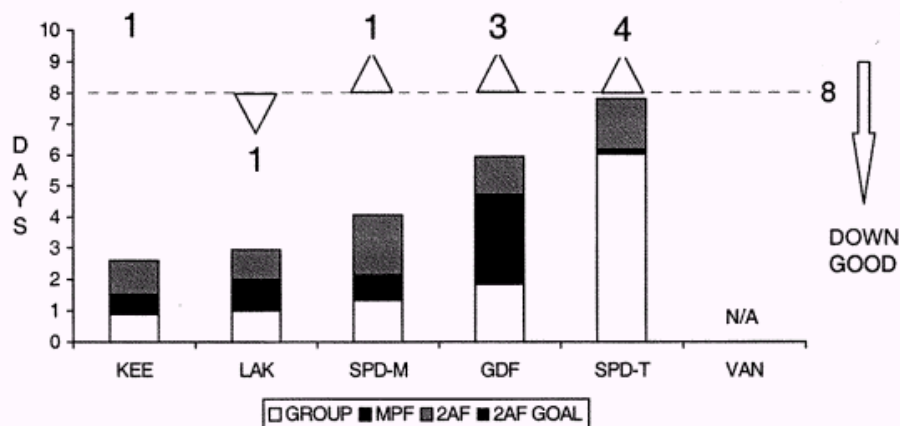


Attachment 12

SAMPLE QUALITY INDICATOR--STUDENT RECLASSIFICATION TIME



Technical training students must be reclassified in a timely manner to reduce costs. Group processing begins when the decision is made to eliminate the student from original training and ends when the commander signs the AETC Form 125A. MPF processing time begins when the commander signs the AETC Form 125A and ends when MPF transmits the elim msg to AETC/TT. The goal for processing the 125A and elim msg is 8 workdays. There is no AF goal.



Attachment 13

IC 98-1 TO AETCI 36-2215, TRAINING ADMINISTRATION, 10 NOVEMBER 1995 17 JULY 1998

SUMMARY OF REVISIONS

This interim change streamlines training administration procedures, mandates the use of the Operations Training Modernization System (OTMS) for student management (paras 1 and 15), deletes student processing duplication, clarifies student accounting procedures, and modifies the distinguished graduate program (paras 17.1 and 17.2). It deletes the requirement for a certificate of understanding (attachment 2) by OTS and AFROTC officers and reserve commissioned officers before entering a technical training course and adds information about active duty service commitment (para 2.1). It deletes attachment 4 and revises attachment 5.

1. Purpose. This section establishes requirements for administering student training. It outlines broad procedures for collecting, processing, and managing student accounting data to ensure all wings report data consistently. Where the Operations Training Modernization System (OTMS) is installed, use it for student training administration functions to include automated products.

2.1. Personnel selected to attend formal training or education courses, whether TDY or on current duty station, will incur an active duty service commitment (ADSC). AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*, is the final authority on ADSC. The military personnel flight, HQ AETC, or Air Force Personnel Center (AFPC) will resolve questions relating to ADSC.

4.1. Flight commanders and chiefs will send a memorandum to the registrar section, appointing primary and alternate data control point (DPC) personnel who will provide student information to the registrar to maintain current and accurate status of each student in the Training Management System.

5.2. Enter established training schedules into the Field Training Automated Network (FTAN), Training Planning System (TPS), and Air Force Training Management System (AFTMS).

7. Registrar Responsibilities. Each registrar will: (*NOTE:* For 982 TRG, only paragraphs 7.1, 7.4, 7.7, and 7.10 apply.)

7.9. Use AETC Form 325 to document training for advanced courses, supplemental courses, mobile training, contract training, and non-Air Force specialty code (AFSC)-awarding courses. See attachment 3 for instructions on how to complete AETC Form 325. The Second Air Force Deputy Chief of Operations (2 AF/ADO) will handle exceptions to these instructions on a case-by-case basis. The registrar may accept forms from other DoD agencies that provide nonresident training if the form is equivalent to the AETC Form 325 in both information and composition (for storage of documents).

7.10. Document initial skills training (prerequisite and AFSC-awarding) on AETC Form 156. Without exception, AETC Form 156 will be used to document any and all training for international students. Instructions for completing AETC Form 156 are at attachment 5.

10.2. Any of the following reasons may be used to eliminate students from technical training: academic deficiency, misconduct, separation, death (training related), medical, prerequisite deficiency, death (other), security, unsuitability, compassionate, excessive absence, administrative reasons, and other (explain). The only career fields (or positions) authorized to use unsuitability as a reason are recruiting, security forces, social actions, legal services, chapel management, combat control, medical, pararescue,

air traffic control, explosives ordnance disposal, enlisted aircrew, first sergeant, instructor, and military training leader (MTL).

10.3. Eliminating a student from training status may be initiated at any level within the school. Unless delegated, approval authority for AETC Form 125A is the group commander or vice commander. Approval authority for AETC Form 125A may only be delegated to the squadron commander or equivalent. If the school does not remove the student from class, he or she successfully completes the course, and there is no academic misconduct, the student has earned the certificate of completion and should receive it.

14.1.3.1. Commanders must avoid multiple reclassifications of students (more than once) who clearly do not meet acceptable standards. This includes standards of academic, performance, conduct, bearing and behavior, discipline, medical, or any characteristic that does not promote accomplishment of the Air Force's mission. **NOTE:** The 342 TRS screening courses are exempted from this reclassification policy for reclassification caused by failure to meet physical training standards.

14.1.3.2. When students are recommended for reclassifications more than once, the approval authority is the group commander.

14.2.2. Each eliminee will be reclassified individually on a case-by-case basis according to AFI 36-2110, *Assignments*. The 2 AF/DOPC will decide where the individual can best be used based on the information provided in the reclassification message, airman's preferences, and Air Force needs. When a student is reclassified, a copy of AETC Form 156 and Lackland AFB Form 205, **BMT Report Card**, will be forwarded to the next training squadron.

15. Purpose. This section addresses the need to keep accurate records and provide recognition to outstanding performers. It also focuses on sharing student academic or performance data in order to enhance the initial or follow-on training feedback process. Where the OTMS is installed, use it for student training administration functions to include automated products.

16.2. For enlisted initial skill training, the AETC Form 156 will be forwarded to the student's first assignment supervisor to provide a comprehensive report of the student's performance during training. In addition to academic achievement, the AETC Form 156 will also provide a military assessment for each student. For enlisted students who are scheduled to receive follow-on training, course personnel will forward copies of the AETC Form 156 to the gaining course supervisor. **NOTE:** Release of the AETC Form 156, other than to the student's first-assignment supervisor and other personnel who have a need to know, is restricted to the academic portion (front side) of the form.

17.1. Will establish a distinguished graduate (DG) program to recognize outstanding achievement in AFSC-awarding and supplemental courses of 20 days or more. Upon determination of course merit, group commanders may include qualifying courses in the DG program. Certain other courses may be excluded because of natural break points (minuscule difference in points), quality of student performance, length, or other reasons at the group commander's discretion.

17.2. May recognize up to, but not exceed, 10 percent of a graduating class. Base the selection on the whole-person concept rather than on academics or performance skills alone. Also consider the following factors: leadership, teamwork, conduct, bearing and behavior, attitude, and staff and faculty recommendations. Use AETC Form 499, **Distinguished Graduate Certificate**, to recognize outstanding achievement.

20.1.1. Develop initial class schedules and input them into TPS. Submit AETC Forms 179A, **Course Training Schedules for Allocations**, to revise class schedules (attachment 10).

Attachment 1, Abbreviations and Acronyms. Delete "SMART--Simulation Model for Allocation of Resources to Training."

Attachment 1, Abbreviations and Acronyms. Add "TPS--Training Planning System."

Attachment 2. **DELETED.**

Attachment 4. **DELETED.**

Attachment 5. (See page 4, this IC, for the revised attachment 5.)

Attachment 10. Change Block No 9 as follows:

<u>Block No</u>	<u>Instructions</u>
9	Enter the graduation date for class needed (for example, 950224). This is only required for MTT courses because TPS calculates graduation dates for all other courses.

Attachment 5

INSTRUCTIONS FOR COMPLETING AETC FORM 156

A5.1. Procedures:

A5.1.1. Training activity personnel will fill out an AETC Form 156 for each student who enters a resident type 2 or 3 course, except brief orientation, familiarization, or seminar courses.

A5.1.2. Complete a new AETC Form 156 each time a person reenters the same course or enters a different course after graduation or removal. Position the computer-generated stick-on label on the form to cover course identification and student background data.

A5.1.3. Print entries on AETC Form 156 by hand, computer, or typewriter to permit reproduction of clear, legible copies. (**NOTE:** AETC Form 156 may be overprinted to show block titles, measurement points, and other standard course information. Activities may overprint the form to record the individual progress of a student.)

A5.1.4. If a student fails a block of training but repeats it and passes, he or she will receive the minimum passing grade and will under no circumstances be recognized as a DG. Enter all minimum passing scores in the appropriate block and circle the block to indicate failure or retest.

A5.1.5. When a student graduates or is removed from a course, maintain AETC Form 156 according to AFMAN 37-139, *Records Disposition Schedule*. For international students, send one copy of AETC Form 156 to the base international training management office (ITMO) according to AFI 16-105, *Joint Security Assistance Training (JSAT) Regulation*.

A5.1.6. Do not use AETC Form 156 to record basic military training, field or mobile training, advanced courses, supplemental courses, and non-AFSC awarding courses.

A5.2. Use of AETC Form 156. Use the form to:

A5.2.1. Provide a record of individual student attendance and achievement.

A5.2.2. Provide instructors with the progress and background data of students.

A5.2.3. Provide data for developing and validating DG and TG selection criteria.

A5.2.4. Provide a source of information for studies or projects to improve training effectiveness.

A5.2.5. Serve as a means of verifying student qualifications or confirming faculty board recommendations for a student to enter into other training.

A5.2.6. Help identify individual differences of students and provide information for student evaluation.

A5.3. Completing the Front of AETC Form 156:

<u>Block Title</u>	<u>Instructions</u>
Course Title	Enter the course title and AETC-approved number (as indicated in AFCAT 36-2223).
Training Squadron/Flt DSN No.	Enter the training squadron conducting the course and its DSN number.
Current Class Number	Enter the current class number in pencil; upon graduation, change to ink.
Block No/Title/ Name of Instructor	Include the training block number, block title, and instructor's name and grade. If more than one instructor teaches in the block, enter all names and subjects taught.
CC Trn Hours	Enter technical training hours as indicated on the course chart by block or unit of instruction.
Stu Trn Hours	Enter (to the nearest quarter hour) all training conducted in a formal training environment, including classroom/laboratory training, SIA, supervised study, supplementary study for proficiency advancement, and washback time. Do not include military training time.

PC/Test Grade	Progress checks are not normally entered on the form because they are part of the teaching or learning activity. However, if performance progress check is the means of measurement, the grades will be entered in the same manner as performance tests. Students cannot receive a grade for a block until all progress checks are passed. Use the left-hand space (optional) in block 8 to record performance grades. (This grade may either be a summary S or U or an average percentage grade.) Use the right-hand space (optional) to record written test grades. (This is an average grade when there is more than one written test in the block.) All percentage grades entered on the form will be rounded to the nearest whole number.
Block Grade	Enter the block grade. This grade is the average of percentage grades or may be an S or U when percentage grades are not used.
Graduation Date	Enter the year-month-day the student graduated from the course (for example, 950316).
Elimination Date	Enter the year-month-day the student was removed from the course as reported on AETC Form 125 or 125A.
Reason for Elimination (Disenrollment)	Put an X in the block that indicates the reason for elimination. This item should be consistent with information reported on AETC Form 125 or 125A.
Transferred to	Using PCS orders, the instructor staff will enter the complete mailing address of a student's gaining unit. Squadrons will mail AETC Forms 156 directly to the gaining units.
Total CC Hours	Enter the total technical training hours as indicated on the course chart.
Total Student Hours	Enter the total number of classroom training hours the student is required to complete (that is, the total of the column of numbers in item 9).
DG/TG/N/A	Indicate DG or TG as applicable.
Final Grade	Enter the final course grade. This grade is the average of block grades (when they are percentages) or a summary grade (when S or U is used).

A5.4. Completing the Back of AETC Form 156:

Special Individual Assistance (SIA)	Under "Subject/Objective," enter paragraph numbers or subject from the POI. Under "Hours," enter the hours to the nearest quarter hour.
Absence Record	Enter the date the student was absent from class, number of hours of instruction missed (to the nearest quarter hour), and block number.
Class Changes	Enter the class number to which the student is assigned and the date and reason of the class change.
Remarks	The primary instructor will enter remarks and his or her grade, name, and signature. As a minimum, the remarks will contain student academic strengths and weaknesses. For additional space, use plain bond paper and attach it to the AETC Form 156. Standardize documentation for an Article 15, UCMJ. The instructor may note that a student received an Article 15 UCMJ, but specific comments as to why and punishment received are prohibited. List LOCs and LORs, including the reason for them.
Academic Certification	When the student graduates or is eliminated (and retraining is recommended), the academic flight commander ensures blocks 1 through 22 are complete and correct; enters his or her name, grade, title, and signature in block 14; and forwards the form to the MTF within 2 workdays.
Military Training Assessment	The responsible MTL completes blocks 23 and 24 (self-explanatory) and enters comments in block 25. As a minimum, comments will include military strengths and weaknesses. While it may be noted that a student received punishment under Article 15, UCMJ, specific comments are prohibited. Continue to list LICs and LORs, including the reason for them. Forward the completed form to the MTF commander within 2 workdays of receipt.
Military Training Certification	The MTF commander certifies blocks 23 through 25 are complete and correct by entering his or her name, grade, title, and signature. The completed form is forwarded to the squadron commander within 2 workdays of receipt.
Commander's Review	The squadron commander enters his or her name, grade, title, and signature. The commander ensures the original of the completed form is forwarded to the registrar and a copy to the gaining unit within 3 workdays of receipt.